



SOUTH DAKOTA BOARD OF NURSING

SOUTH DAKOTA DEPARTMENT OF HEALTH

4305 S. Louise Avenue Suite 201 • Sioux Falls, SD 57106-3115

(605) 362-2760 • WWW.STATE.SD.US/DOH/NURSING

Time to Renew your Medication Administration Training Program

Please be advised your Medication Administration Training program will expire **on April 30, 2016**. Please do one of the following **before April 30, 2016**:

- ☐ **Request to Cancel MedAide Training Program** If you do **NOT** want a training program any longer send an email to Erin.Matthies@state.sd.us to inform the Board.
- ☐ **Intend to renew Med Aide Training Program**. To maintain an actively approved program complete the following steps:
 1. Submit completed **Re-Approval Application**:
<http://doh.sd.gov/boards/nursing/PDF/MATPReapprovalApMar2016.pdf>
 2. Submit completed **Curriculum Content Application Form(s)**, complete the top portion of the form. Links are provided below for each curriculum. **Select the form(s) that corresponds to the curriculum(s) you chose on your Re-Approval application**. Please also know that RN instructors for the online curriculums (AESS, EduCare, and WeCare) have been approved by the Board to teach the content and you do not need to list the online instructor on your application. Also be advised for the online curriculums, the primary RN and additional RN faculty listed on your renewal application are responsible to teach the lab/clinical portion and to perform competency validations for those curriculums.
 - **Avera Education & Staffing Solutions (AESS) Online**
 - [Curriculum Content Application Form](#)
 - **EduCare**
 - [Curriculum Content Application Form](#)
 - **Mosby's Textbook for Medication Assistants**
 - [Curriculum Content Application Form](#)
 - **Nebraska Health Care Association (2010) (NHCA)**
 - [Curriculum Content Application Form](#)
 - **We Care Online**
 - [Curriculum Content Application Form](#)
 - Training programs that were previously approved to use the **2011 South Dakota Community Mental Health Facilities** curriculum do not need to submit a Curriculum Content Form.
 3. Submit a resume or work history for all *new* RN instructors that you will be requesting.

4. Email all completed forms and supporting documentation to: Erin.Matthies@state.sd.us
Or mail to: South Dakota Board of Nursing
Attn: MATP Re-approval Application
4305 S. Louise Ave., Suite 201
Sioux Falls, SD 57106
5. Following receipt of application materials, notice of approval will be sent via email to the primary RN listed on the application within 5 – 7 business days. Additionally, the List of Approved Programs on the Board's website will be updated to include your program information.
 - Also be advised that incomplete applications may cause delays in processing your application. If you have questions regarding the application process, contact Erin.Matthies@state.sd.us or Linda.Young@state.sd.us

Additionally, please remember to use the following forms, located on the Board's website <http://doh.sd.gov/boards/nursing/MATPApproval.aspx>, when teaching your program and keep completed forms in your employment files.

- *Enrolled Student Log Form*
- *South Dakota Specific Requirements*, and
- *Clinical Skills Checklist*